

## Policy 7.01 Implementation Plan and Progress Report

Biennium Timeframe: July 1, 2008 to June 30, 2010

Updated 3/6/09

**Division: Child Support**

**Region/Office: Region 5/Fife Field Office**

**Tribe(s): Puyallup**

Plan and Progress Report Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to IPSS) of each year.

### Implementation Plan

#### 1. Policy Identification: Case Referrals

Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
NCP & CP Cases not referred	Ongoing review of all cases will be made and joint determination on whether or not appropriate to bring cases into Fife for referral to Puyallup program	Case count and reconciliation based on SQ list extract and tribal case inventory list.  Puyallup requested a new list effective 2/21/08.	State: Rhonda Thomas Tribal: Kim Reynon-Spisak	Target Date removed as referral process is on-going. Transfers/referrals involving CP Puyallup Tribal members are to be reviewed on a case-by-case basis by Dian S. at DCS and Gloria at PTCSP.
Non-tribal member cases where NCP only works for Tribal enterprise.	These will continue to be reviewed for referral.		State: Rhonda Thomas Tribe: Kim Reynon-Spisak	This process is ongoing; cases are reviewed for referral if NCP is working for Puyallup Tribe or Tribal enterprise.

#### 2. Policy Identification: Technology

Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
To access locate tools available through the SEMS program.	On hold for now.	If technology allows, this would be a good resource for enhanced locate services for the Tribe	State: SEMS-HQ, Harry Welling Tribe: Kim Reynon-Spisak	SEMS access by PTCSP is pending. Kim has been approved for PTCSP to apply for SEMS/ACES access. PTCSP in application process.

#### 3. Policy Identification: IRS Certification

#### Progress Report

Goals/Objectives	Activities	Expected Outcomes	Lead Staff and Target Date	Status
Certify appropriate cases to the IRS for intercept	DCS CN (canary notice) has been completed. Waiting for signed Federal Offset Agreement between the Tribe and DCS.	Certify appropriate cases.	State: DCS HQ Staff; Deidre Finley  Tribe: Kim Reynon-Spisak	This process is currently on hold pending Kim's discussions/approval with Tribal Council.  In the meantime, DCS will notify the tribe on a monthly basis of any payment received that was not collected by the tribe.
<b>4. Policy Identification: Training Opportunities</b>				<b>Progress Report</b>
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
Sharing training opportunities	Keep both Tribal and State child support staff informed of each other's policies and procedures.  DCS will advise Tribe of SEO Academy Training Modules & dates for other ongoing training events.	Number of training events each others' staff are invited to participate in.	State: Rhonda Thomas Tribe: Gloria Howard, Kim Reynon-Spisak	State continues its' policy of providing Government-to-Government Training for all Tribal Liaison personnel and for other positions that have contact with Tribes.  State continues to advise Tribe of upcoming training opportunities and applicable SEO Academy sessions.
<b>5. Policy Identification: Communication &amp; Problem Solving</b>				<b>Progress Report</b>
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
Joint line-staff meetings between DCS Tribal Unit and Tribal Staff	Line staff from both offices will be encouraged to develop their own agenda to have face-to-face meetings to discuss daily procedural and working issues between offices.  Also, individual meetings with the DCS District Manager and Tribal Team Legal Lead will be held as requested with Kim as well.	Building rapport and strengthening relationships links through regular meetings.	State: Rhonda Thomas, Harry Welling Tribe: Kim Reynon-Spisak , Lynn Weible	Line-staff meetings to continue in addition to quarterly 7.01 meetings, Port Gamble S'Klallam and Suquamish Tribes will also be invited to host/participate

Regular 7.01 Meetings will be held	A joint meeting between the DCS District Manager and the Fife DCS Tribal staff will be held quarterly with the Tribal Program Directors.	Meetings will be held	State: Harry Welling, Dian Speer, Chris Franks Tribe: Kim Reynon-Spisak	Meetings to now be held quarterly. DCS Tribal Liaisons will be invited to attend these meetings as well.
General Problem Resolution	DCS staff will be available to work through particular issues as requested.	Problems will be resolved quickly.	State: Harry Welling Tribe: Kim Reynon-Spisak	Process continues – no changes
<b>6. Policy Identification: Hiring</b>				<b>Progress Report</b>
Goals/Objectives	Activities	Expected Outcome	Lead Staff and Target Date	Status
Inclusion of Tribal Staff in major DCS hiring decisions	DCS will invite Tribal Staff to participate in interview panels and/or consult on major hiring decisions in this office, particularly any that have direct impact on Tribal Team workload.	Increased relationship building through participation in key hiring decisions.	State: Harry Welling, Rhonda Thomas Tribe: Kim Reynon-Spisak	Process continues – no changes
Providing employment opportunity for Puyallup Tribal Members with DCS	DCS will notify of Fife DCS openings via e-mail. If trainings on using the new HRMS/E-recruiting are provided, Tribal staff will be invited to attend.	Tribe will have notification of Fife DCS employment opportunities.	State: Rhonda Thomas Tribe: Kim Reynon-Spisak	DCS to research developing a brochure or flyer that can be sent to Tribe. Will also begin notifying Tribe of local openings via email.  State's new "E-Recruiting" system is fully functional. DCS hires for all permanent positions via E-Recruiting. If the Tribe has staff interested in applying for a permanent position, they need to apply through Careers.wa.gov.
<b>7. Policy Identification: Teambuilding</b>				<b>Progress Report</b>
Goals/Objectives	Activities	Expected Outcomes	Lead Staff and Target Date	Status
Building a stronger sense of teamwork between the DCS Tribal SEOs and Tribal Program Staff	Bi-annual meetings and luncheons will be held whereby staff of the two programs can come together.	Gatherings of this type will be held two times each year.	State: Harry Welling, Rhonda Thomas  Tribe: Kim Reynon-Spisak	Process continues – no changes